

LASSEN TRANSIT SERVICE AGENCY

September 10, 2018

(1) CONVENE:

LTSA's Regular Meeting convened at 1:02 PM by Chairman Teeter, in the Lassen County Board of Supervisors Chambers at 707 Nevada Street, Susanville, CA.

Commissioners Present: Wilson, Moore, Hemphill, Hammond, Franco, and Teeter.

Commissioners Absent: None

Others Present: Tamara Rich, Caltrans; Ron Leal, Paratransit; Tony Shaw, Larry Millar and David Knaut, LTSA Staff.

The Pledge of Allegiance was recited.

1.1 **Agenda Approval:** On a first by Mr. Hammond, second by Mr. Hemphill, it was unanimously passed to approve the agenda.

1.2 **Minutes Approval:** On a first by Mr. Franco, second by Mr. Hammond, it was passed to approve the July 9, 2018, minutes. Commissioners Wilson and Moore abstained.

(2) CORRESPONDENCE / PUBLIC COMMENT

2.1 **Correspondence:** None.

2.2 **Public Comment:** Tony Shaw, Deputy CAO, commended Larry Millar for assisting in organizing communication and Lassen Rural Bus for providing services during the Whaleback Fire.

(3) NEW BUSINESS

3.1 **Lassen Rural Bus Performance Report:** Mr. Knaut reviewed information as provided in packets.

Mr. Franco commented on the rise in fuel prices.

Mr. Hammond asked staff to prepare a comparative analysis for various route options to include operational cost per vehicle.

Discussion was held regarding South County Route costs, current route services, route revision options, and vehicle use costs.

Direction was given to staff to conduct a public hearing to ascertain rider needs and prepare a comparative analysis.

- 3.2 **Free Fare Day Project:** Mr. Knaut reviewed information as provided in packets and proposed dates for free fare days.

It was agreed to offer free fares days in for the first weeks of October and December 2018, and the remainder in May 2019

- 3.3 **State of Good Repair Program:** Mr. Knaut review information as provided in packets.

Mr. Wilson asked how the budget will be affected if SB 1 is not supported by voters. Ms. Rich stated that affect is unknown at this time.

On a first by Mr. Franco, second by Mr. Hemphill, it was unanimously passed to adopt Resolution 18-004 to adopt project list for 2018/19 cycle of State of Good Repair Program.

- 3.4 **Transit Asset Management Plan:** Mr. Knaut reviewed information as presented in packets.

On a first by Mr. Hemphill, second by Mr. Moore, it was unanimously passed to adopt the LTSA Transit Asset Management Plan by adopting Resolution 18-005.

- 3.5 **Replacement Purchase of Bus #16:** Mr. Knaut provided information as presented in packets.

Discussion was held regarding the best purchase and retrofit options to maximize grant money.

On a first by Mr. Wilson, second by Mr. Hemphill, it was unanimously passed to proceed with the purchase of a replacement bus with a two-tier luggage rack as per quote.

- 3.6 **Contract for Facility Expansion:** Mr. Knaut provided information as presented in packets.

On a first by Mr. Hemphill, second by Mr. Franco, it was passed to approve the amendment between LTSA and Pee Wee Enterprises and authorize the Executive Director to execute the amended contract to increase the amount by \$5,000.00, for a total amount of \$15,000.00.

Mr. Moore abstained due to conflict of interest.

- 3.7 **Bus Shelter Procurement:** Mr. Knaut provided information as presented in packets.

On a first by Mr. Wilson, second by Mr. Moore, it was unanimously passed to approve the procurement of two bus shelters and authorize the Executive Director to purchase the bus shelter with an estimated cost of \$21,000.00, within the budget of the allocated funds.

(4) **OTHER BUSINESS**

4.1 **Reports by Executive Director and Staff:** None.

4.2 **Report by Lassen Rural Bus Manager/Staff:** Mr. Leal reviewed information as provided in packets.

Mr. Wilson inquired about the route to the pool. Mr. Leal said he will check on the pool schedule.

4.3 **Matters brought forth by the Agency:** None.

4.4 **Set date for the next Special Agency Meeting for November 12, 2018, immediately following the LCTC meeting.**

4.5 **Adjournment:** 1:48 p.m.